



SUPERVISOR'S  
**STATEMENT OF PRACTICES & PROCEDURES**  
**FOR ACADEMIC INTERNS**

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As a consumer of a professional service, you are entitled to clear and concise information about your supervisor and the supervisory relationship. The Supervisor's Statement of Practices and Procedures has been designed by your supervisor to give you basic, up-to-date consumer information about many important aspects of the supervision process.

After thoroughly reviewing this Statement of Practice you will be asked to sign the Qualification Page of the Supervision Agreement packet. Your signature will signifies that you have read, understand, and agree to the terms of this Supervisor's Statement of Practices & Procedures.

**LEGAL AUTHORITY FOR THIS STATEMENT**

The state law that governs the practice of mental health counseling, the practice of Licensed Marriage and Family Therapists, and all related processes and protocols is LA RS 37: 1101-1115 and Title 46, Part LX, Subpart 1 and 2 of the Louisiana Administrative Code.

The Supervisor's Statement of Practices and Procedures reflects the imperatives contained in this statute that relate to Approved Supervisors, Provisional Licensed Professional Counselors (PLPCs), Provisional Licensed Marriage and Family Therapists (PLMFTs), and graduate students who are enrolled in an approved program of graduate study and who are contracting for supervision of practicum or intern hours. All supervisees are responsible for reviewing the law and the accompanying rules in their entirety by going to the Louisiana Licensed Professional Counselor's Board of Examiners website at [www.lpcboard.org](http://www.lpcboard.org).

If there is any discrepancy between the information contained in this statement and the revised statute and rules referred to above, then the information contained in the law takes precedent.

### **SUPERVISOR'S QUALIFICATIONS**

**EDUCATION:** Mr. Moore holds two graduate degrees, one a Master of Arts in Counseling from Louisiana Tech University and the other a Master of Marriage and Family Therapy from Abilene Christian University, a COAMFTE accredited program. Mr. Moore has also earned a Bachelor's Degree in Education from Louisiana Tech University.

**LICENSURE AND CERTIFICATION:** Mr. Moore is a Licensed Professional Counselor, number 474, and a Licensed Marriage and Family Therapist, number 003. Mr. Moore is also a Board Approved LPC Supervisor (LPC-S) and a Board Approved LMFT Supervisor (LMFT-S).

Both licenses and his certifications as a Board Approved Supervisor are administered by the Louisiana Licensed Professional Counselor's Board of Examiners, 8631 Summa Avenue, Suite A, Baton Rouge, Louisiana, 70809, telephone number 504-765-2515. For more information about these licenses or his approved status as a supervisor or to ask about filing a complaint, you may contact the Board by mail, telephone, or you may go to the website at [www.lpcboard.org](http://www.lpcboard.org).

**PROFESSIONAL MEMBERSHIP:** Mr. Moore is a Clinical Member of the American Association for Marriage and Family Therapy, a member of the Louisiana Counseling Association, and a member of the Louisiana Association for Marriage and Family Therapy.

**PROFESSIONAL EXPERIENCE:** Mr. Moore has worked in private practice as an individual, marital, and family therapist since 1986, also working as a consultant to churches and non-profit mental health agencies in Shreveport-Bossier. He became an Approved LPC Supervisor in 1988 and an Approved LMFT Supervisor in 2006.

Mr. Moore has served as a member of the Adjunct Faculty at LSU in Shreveport in the Department of Psychology. Mr. Moore continues to provide workshops, seminars, and training experiences in marriage and family therapy to mental

health professionals of all disciplines. He is currently the Director of the Red River Institute, an organization dedicated to the training of mental health professionals in systemic, collaborative modes of therapy.

Mr. Moore served on the Advisory Committee for Marriage and Family Therapy to the LPC Board of Examiners from 2001 to 2013, helping to write the occupational standards for LMFTs in Louisiana.

### **THERAPEUTIC EXPERTISE AND STYLE OF PRACTICE**

Mr. Moore specializes in the practice of marriage and family therapy, and is experienced in working with problems of childhood, parenthood, marital difficulties, and adult difficulties that may be related directly or indirectly to disturbances in family relationships.

Whether working with an individual, couple, or family, Mr. Moore works from an ecosystemic perspective, which means that he accepts a client's immediate relationships and larger social context as being important factors in solving life's problems.

Specifically, Mr. Moore works from a structural/strategic orientation, which means that a well-defined plan for achieving identified goals or solving specified problems is developed in collaboration with the client. This plan usually includes the structuring of family relationships in such a way that the probability of therapeutic success for the client is enhanced. The emphasis in therapy is placed on assisting the client in finding workable solutions and accessing the resources necessary to enact those solutions in a time-limited framework. Therapy focuses on providing insight into the "historical roots" of problems only as it is necessary to the resolution of the problem as it finds expression in the "here-and-now."

Mr. Moore has experience working with elderly adults, adults, teenagers, and children of all ages. When working with teenagers and children, Mr. Moore strongly prefers to work with the whole family. Unwillingness or inability of family members to participate in therapy may result in referral.

## **SUPERVISORY EXPERTISE AND STYLE OF PRACTICE**

Mr. Moore trains therapists in an ecosystemic approach to therapy as described above. His approach to clinical supervision is consistent with his structural/strategic approach to therapy.

He sees the supervisee as part of a therapist/client /supervisor "system." In turn, the client's immediate and extended social network is seen as a necessary subsystem of the supervision "suprasystem." Therefore, the supervision process for the supervisee will necessarily entail the supervisee's acquisition of knowledge and skill in working with the client's social network as a problem-solving resource. While it is not the role of the supervisor to convert the supervisee to any particular theoretical orientation of therapeutic change, Mr. Moore will expect the supervisee to expand or modify his or her approach to therapy to allow for the conceptualization and management of change at the systemic level, even if the supervisee plans to practice as an "individual" therapist. If the supervisee has not had formal training in systemic approaches to therapy prior to their supervision process, the supervision experience may involve didactic as well as practical elements.

Mr. Moore's approach to supervision is "strategic" in that he works with supervisees to assist them in incorporating their particular theoretical approach to therapeutic change with systemic concepts to improve the supervisee's ability to respond creatively, effectively, and efficiently to the widest possible variety of presenting problems.

To accomplish this, Mr. Moore utilizes a case consultation format to supervision, collaborating with the supervisee as a team member in assisting clients in resolving their presenting problems. Review of video and/or audio recordings of the supervisee's work with clients is a necessary part of this process.

For more information about Mr. Moore and his therapeutic and supervisory approach, go to [www.redriverinstitute.org](http://www.redriverinstitute.org) or her personal website at [www.witchdoctorspeaks.com](http://www.witchdoctorspeaks.com)

## **TERMS AND DEFINITIONS**

The following are important terms and their definitions used in the description of the supervisory process in the law:

**Academic Intern**—A student enrolled in a qualified graduate degree program that is providing therapy services to clients in partial fulfillment of an approved degree program.

**Approved Supervisor**—A person who has been officially designated by the Louisiana Licensed Professional Counselor Board of Examiners to supervise the practice of Provisional Licensees as they work to obtain full licensure.

**Direct Client-Contact Hours**—Clock hours spent by a provisional licensee in direct, face-to-face clinical consultation with clients in individual, marital, family, or group therapy. Telephone, e-mail, or other forms of distance contact with clients may count as direct client contact hours at the discretion of the supervisor.

**Indirect Client-Contact Hours**—Clock hours spent by a Provisional Licensee in collateral duties associated with the provision of clinical services to clients, such as record-keeping, report writing, or administrative consultation.

**Provisional Licensed Marriage & Family Therapist (PLMFT)**—An individual who has received an official letter from the Louisiana Licensed Professional Counselor's Board of Examiners stating that they have qualified to begin accruing supervision hours toward their licensure as a Licensed Marriage and Family Therapist.

**Provisional Licensed Professional Counselor (PLPC)**—An individual who has received an official letter from the Louisiana Licensed Professional Counselor's Board of Examiners stating that they have qualified to begin accruing supervision hours toward their licensure as a Licensed Professional Counselor.

**Qualifying Institution**—An institution of higher learning or other entity that has been given the authority by a recognized accrediting body or jurisdiction to qualify an individual to provide mental health counseling as a student or trainee.

**Supervisee**—A qualified individual who formally accepts the oversight and monitoring of his or her clinical work as a mental health service provider by a qualified clinical supervisor.

**Supervisor**—A qualified individual who is formally contracted to monitor the clinical work of a mental health service provider to ensure a minimum ethical and/or legal standard of service delivery. The “designated supervisor” refers to the supervisor whose name appears on this Statement of Practices and Procedures.

**Supervisor-Contact Hours**—Clock hours spent in face-to-face clinical consultation with a supervisor. Supervisor-contact hours may be individual (one or two licensees in a single supervision session, as appropriate) or group (three to six Provisional Licensees in single supervision session).

### **NATURE OF THE SUPERVISORY RELATIONSHIP**

The relationship between supervisor and supervisee is intended to facilitate the accomplishment of two goals. The first is the education, training, and personal development of the supervisee. The other is the overseeing of service delivery to the client to ensure that the therapy process meets minimum standards as prescribed law. It is the task of the supervisor to maximize both of these aspects of the supervisee/client/supervisor system and keep them flowing in harmony with each other.

THE PROFESSIONAL DEVELOPMENT OF THE SUPERVISEE: To facilitate this aspect of the supervisee/client/supervisor system, the supervisor encourages and challenges the supervisee to assume an explorative, “experimental” posture. The supervisor seeks a complimentary posture of facilitator, consultant, encourager, educator, and “coach.”

In this dimension, the supervisee is the consumer. The focus is on maximizing the supervisee’s learning experience by providing him or her with meaningful feedback about his or her weaknesses as well as strengths as a therapist. “Mistakes” are seen as an opportunity for the supervisee’s growth and learning. The supervisee’s therapeutic relationship with his or her clients is a “tool” in assisting the supervisee to develop skill and confidence as a therapist.

**PROFESSIONAL SERVICE DELIVERY TO THE CLIENT:** In this dimension, the supervisor facilitates a relationship of accountability between the supervisee and the client. The supervisee assumes the posture of professional therapist, responsible for the ethical and effective delivery of services to the client. The supervisor seeks a complimentary posture of director and monitor.

In this dimension, the client is the consumer. The focus is on creating a successful therapeutic experience for the client through a meaningful collaboration between supervisee and supervisor. The supervisee's relationship with his or her supervisor is seen as a "tool" for ethical, effective service delivery to the client.

When the collaboration between supervisor and supervisee fails to effectively balance these two aspects of the supervisee/client/supervisor system, the welfare of the client always takes precedent.

**THE RIGHTS OF THE SUPERVISEE:** As a consumer of a professional service as described above, the supervisee has a right to ethical and professional treatment by his or her supervisor. Specifically, the supervisee has a right to:

1. Accurate, complete, and timely information from his or her supervisor about the supervision process as prescribed by law and the supervisor's policy and protocol.
2. Collaborate with his or her supervisor to create a Supervision Contract that meets the developmental needs of the supervisee.
3. Regular and ongoing face-to-face contact with his or her supervisor for the purpose of receiving meaningful feedback about the progress of the supervisee toward the goals specified in the Supervision Contract.
4. Timely submission of all paperwork to the supervisee's qualifying institution that is the responsibility of the supervisor.
5. Terminate the supervisory relationship without undue penalty with proper notification of the supervisor and the supervisee's qualifying institution.

It is the responsibility of the supervisee to inform his or her supervisor anytime the supervisee thinks that he or she is being treated in an unethical or unprofessional manner. If the supervisee fails to reach resolution by

consulting with the supervisor, then the supervisee is encouraged to report the matter to the Board of Examiners and his or her qualifying institution.

### **THE ROLE OF THE SUPERVISOR**

In order to achieve the “balance and flow” in the supervisory relationship as it is described above, the supervisor must function in at least two roles with the supervisee:

**THE SUPERVISOR AS TRAINER.** As a “trainer”, the supervisor educates, models for, and coaches the supervisee in the practical application of theoretical principles of therapeutic change. In addition, the supervisor facilitates the development of the “person” of the supervisee therapist consistent with traits that are characteristic of effective therapists. In this role, the supervisor is an advocate for the supervisee as he or she develops competence as a mental health professional.

**THE SUPERVISOR AS DIRECTOR AND EVALUATOR.** As a “director and evaluator,” the supervisor establishes a professional standard of behavior for the supervisee and evaluates the supervisee’s ability to meet that standard in his or her interaction with clients. In this role, the supervisor advocates for the client as he or she seeks competent care in therapy.

If the supervisee is not willing or able to meet the professional standards established by the supervisor, it is the responsibility of the supervisor to provide corrective feedback to the supervisee, assist the supervisee in terminating ineffectual or unethical relationships with clients, and/or provide evaluative feedback to clients and/or the Board of Examiners and/or the supervisee’s qualifying institution as appropriate.

**THE SUPERVISOR AS THERAPIST.** The therapy process and the supervision process are isomorphic to one another, but not identical. It is an integral part of the supervision process for the supervisor to help the supervisee in mitigating or eliminating any personal problem that may hinder the supervisee in functioning fully with his or her clients or in a relationship with the supervisor.

Because of the evaluative role of the supervisor in the professional development of supervisees, however, it is inappropriate for Mr. Moore to do

therapy with supervisees. Should during the course of supervision the need arise for a supervisee to seek therapy, Mr. Moore will see that the supervisee is referred appropriately. The supervisee will decide in collaboration with Mr. Moore whether his or her supervision process should take hiatus for the time the supervisee is in therapy or whether the supervisee can continue seeing clients.

## **THE SUPERVISION PROCESS**

**GETTING STARTED:** The supervision process begins with the prospective supervisee consulting with his or her qualifying institution and the Board of Examiners website at [www.lpcboard.org](http://www.lpcboard.org) to make sure he or she has met all the preliminary educational and experiential requirements to provide therapeutic services to clients in Louisiana as a practicum or intern student.

Students who are enrolled in a qualifying program of graduate study and who are under supervision that meets the standards provided by their academic institution may practice mental health counseling in Louisiana as part of a practicum or intern experience. With the permission of their academic institution, graduate students may contract with Mr. Moore for supervision of their practicum and intern work.

**THE PLAN OF SUPERVISION:** The next step in the supervision process is the creation of the Plan of Supervision that meets the developmental/academic needs of the supervisee, is consistent with the policies and protocols of his or her qualifying institution, and is compliant with Louisiana law. The Plan of Supervision provides the parameters of the supervision process, including the frequency and regularity of supervision sessions.

**THE SUPERVISION CONTRACT:** When all principle parties agree on a Plan of Supervision, Mr. Moore constructs a Supervision Contract that outlines the terms and conditions of service provision to the supervisee and that stipulates the responsibilities of all principle parties in the supervisory process.

**SUPERVISION SESSIONS:** The Supervision Contract specifies the regularity and frequency of the supervisee's supervision sessions with Mr. Moore. Supervision sessions are normally 1 to 1 ½ hours in length. Individual sessions may include one or two supervisees, while group supervision sessions may include up to six supervisees. Sessions are rarely required more often

than one time a week. For continuity's sake, sessions are required at least two times a month regardless of the caseload of the supervisee.

Sessions are normally conducted using a case consultation format. Using this format, supervisees present pertinent case information augmented by session audiotapes or videotapes. Mr. Moore assists the supervisee in conceptualizing the case and formulating interventions. The supervisee delivers the intervention in session with his or her clients and reports the result in the next supervision session.

Supervisees may also schedule live supervision sessions at the Mr. Moore's office at 820 Jordan, Suite 570, in the observation room.

**LIVE SUPERVISION:** Live supervision is the best way to learn therapeutic skills. In a live supervision session, Mr. Moore observes and collaborates with the supervisee as he or she works with clients in real time. Mr. Moore's office at 820 Jordan, Suite 570, is equipped with an observation room that utilizes a closed-circuit video camera system and a one-way mirror designed for live observation.

Supervisees may "team up" for a live supervision session with one supervisee being observed and the other supervisee observing the session with Mr. Moore. In this case, both supervisees may receive client-contact and supervisor-contact hours.

Supervisees may schedule their own clients for live supervision in the observation room by contacting Mr. Moore's Administrative Assistant at 318-221-4455 during regular business hours. Supervisees must provide their own DVD re-writable disks to record their sessions.

**VIDEO & AUDIO TAPING:** Supervisees are required to provide audiotapes or videotapes of their sessions to bring to supervision for review.

Supervisees may schedule the Red River Institute observation room at 820 Jordan, Suite 570 to make videotapes of their work with clients. This may be done by contacting Mr. Moore's Administrative Assistant during regular business hours at 318-221-4455.

As a substitute for videotapes, supervisees may also make audiotapes of their work. The supervisee must, however, provide their own tape recorder and

audiotapes. Audiotapes must be completely clear and intelligible for use in supervision.

All supervisees are required to review the addenda to their Supervision Contract that details policy and procedure for live observation, videotaping, and audio taping before they use the observation room. Supervisees are responsible for obtaining in advance of the first session the informed written consent of any and all clients they wish to audio or videotape using the prescribed Consent Form. This form may be obtained from Mr. Moore's Administrative Assistant.

**ORIENTATION MODULES, WORKSHOPS, & SPECIAL SEMINARS:** At various times during the year, Mr. Moore offers special seminars for supervisees, including an orientation module that is mandatory for all supervisees. Attendance at these seminars may earn the supervisee group supervision hours.

**COMPLETING THE SUPERVISION PROCESS:** The supervision process is generally complete when the terms of the Plan of Supervision have been met. However, the supervisee must stay under supervision until all of his or her cases have been closed in accordance with Louisiana law, the supervisor's policy and protocol, and the policies of his or her qualifying institution.

### **STANDARD OF PROFESSIONAL CONDUCT**

The provision of the service of mental health counseling by Academic Interns is governed by Louisiana Revised Statute 37: 1101-1115, as well as Title 46, Part LX, Subpart 1 and 2, of the Louisiana Administrative Code.

In these statutes, the practices of Academic Interns as well as LPCs, LMFTs, PLPCs, PLMFTs, Approved Supervisors, and LMFT-SCs are regulated by the Louisiana Licensed Professional Counselors Board of Examiners. The law and subsequent rules promulgated by the Board in the Administrative Code are designed to protect the consumer, whether client or supervisee.

As a Licensed Marriage and Family Therapist, Licensed Professional Counselor, and Board Approved LPC/LMFT Supervisor in Louisiana, Mr. Moore is bound by law to adhere to the Code of Conduct for Licensed Professional Counselors, the Code of Ethics for Licensed Marriage and Family Therapists, and the rules

and regulations for Approved Supervisors established by the Board of Examiners. These statutes may be reviewed at [www.lpcboard.org](http://www.lpcboard.org).

An Academic Intern's failure to meet the minimum standards of professional conduct contained in the law can result in suspension or termination of the supervisory relationship without refund, forfeiture or suspension of supervisee status, complication of licensing privilege, civil suit, or criminal charges.

**SPECIAL ETHICAL CONSIDERATIONS WHEN TAPING/OBSERVING:** When audio- or videotaping a client, the supervisee must take special care to protect the client from violation of his or her confidentiality. The following guidelines must be followed at all times when the supervisee is involved in live observation of or the electronic recording of a client:

1. Clients must never be recorded or observed without their first signing the Observation Consent Form which can be obtained from Mr. Moore's Administrative Assistant.
2. Clients must always be made aware at the outset of each session the identity of anyone in the observation room during the session or if the session will be electronically recorded in any way.
3. During live observation or during the reviewing of an audio- or videotape, if an observing supervisee discovers that he or she has a relationship with the client or anyone related to the client that is being observed, the supervisee must inform the Approved Supervisor immediately. If the Approved Supervisor is not on sight, the supervisee must leave the observation room or the tape review session.
4. When observing a live session, the supervisee should refrain from interacting with the client being observed unless instructed to do so by the Approved Supervisor.
5. Any electronic recording of a client made in the observation room must be stored appropriately at all times in Mr. Moore's office. Such recording should never leave the premises without the expressed consent of Mr. Moore.
6. If the supervisee is counseling under the auspices of another professional or entity other than his or her designated supervisor, the supervisee must make sure that his or her taping of clients is in compliance with all policies and

procedures of the supervisee's employing agency or site supervisor in addition to the policies expressed in this Statement. In the event of a conflict, the more restrictive standard applies.

7. Electronic recordings made by the supervisee "off-site" should be kept in securely locked storage area that can only be accessed by the supervisee and other appropriate clinical staff.

8. Electronic recordings of clients should never be played for or played in the presence of anyone but the supervisor or his or her fellow supervisees during case consultation.

9. Supervisees should not review electronic recordings of clients and/or discuss case material in any venue in which a chance exists that the supervisee's communication may be overheard by any unauthorized person not directly involved in the consultation.

10. No unauthorized copy of a session recording (i.e., on a cassette tape, CD, DVD, computer hard drive, memory stick, etc.) should ever be made by a supervisee. All handwritten notes made by a supervisee during live supervision or during supervisory consultation must be stored in the client's official file or shredded.

11. All electronic recordings of clients must be erased or destroyed by the supervisee at the termination of the client or when instructed to do so by the designated supervisor.

### **RESPONSIBILITIES OF THE SUPERVISEE**

It is the responsibility of the supervisee to provide therapy to his or her clients that is professional, ethical, and legal, accepting the parameters of service delivery to his or her clients established by Louisiana RS 37: 1101-1115 and Title 46, Part LX, Subpart 1 and 2 of the Louisiana Administrative Code and in accordance with the Statement of Practices and Procedures provided by Tom Moore, MA, M.MFT, LPC-S, LMFT-S.

It is also the responsibility of the supervisee to engage as fully as possible in all learning experiences created for the supervisee by Mr. Moore. Within this framework, the supervisee's specific responsibilities are as follows:

1. Learn the Code of Conduct for Licensed Professional Counselors and the Code of Ethics for Licensed Marriage and Family Therapists (as appropriate) and practice within the scope of these codes at all times.
2. Stay current with any paperwork required by the supervisee's qualifying entity.
3. Generate his or her own clientele.
4. Adhere to the terms of the Supervision Contract.
5. Follow through with all clinical and administrative directives provided by the designated supervisor.
6. Report any situation immediately to the supervisor in which the supervisee believes he or she may have breached ethics or the law.
7. Immediately staff any cases with the supervisor that involve threats of homicide, suicide, abuse, or any potentially life threatening symptoms such as eating disorders, self-mutilation, or domestic violence. Inform the Approved Supervisor immediately if a client attempts suicide or homicide.
8. Keep accurate and up-to-date case records using the format prescribed by the supervisor, including all forms requiring an authorizing signature from the client; and case notes about any consultation process with the supervisor that is related to the client.
9. Arrive on time to each scheduled supervision session prepared with pertinent case information organized in the prescribed format along with appropriately queued audiotapes or videotapes.
10. Keep accurate and verifiable record of direct and indirect client-contact and supervisor-contact hours.
11. Alert the supervisor when qualifying forms requiring his signature are to be sent to his or her qualifying institution.

12. Inform the supervisor immediately of any change of circumstance, status, or condition that may affect the nature or quality of the supervisee's service provision to clients.

13. Inform his or her site supervisor(s) of the conditions and terms of his or her supervision as outlined in the Supervision Contract and this Statement.

14. Discuss with the supervisor any condition or circumstance in the supervisee's workplace that would hinder the supervisee's completing his or her Plan of Supervision, compliance with his or her Supervision Contract, or with Louisiana statute or rule.

15. Stay current with all fees.

### **RESPONSIBILITIES OF THE APPROVED SUPERVISOR**

It is the responsibility of the supervisor to collaborate with the supervisee in creating a meaningful learning experience that leads to the supervisee's professional and personal development. It is also the responsibility of the supervisor to represent the Board of Examiners in protecting the public. Within this framework, the specific responsibilities of the Approved Supervisor are as follows:

1. Relate to the supervisee in a professional and ethical way at all times.
2. Create a learning experience for the supervisee that is encouraging, challenging, and that facilitates personal and professional growth.
3. Monitor the service provision of the supervisee to determine if it is in compliance with the law and provide corrective feedback to the supervisee if the minimum standard of professionalism is not met.
5. Assist the supervisee in working out any inconsistency between the stipulations in the Supervision Contract, this Statement and the law and the policies, procedures, or expectations of the supervisee's site supervisor(s) .
6. Be regularly available for consultation and keep scheduled sessions with the supervisee in accordance with the Supervision Contract.

7. Report to the Board of Examiners, the qualifying institution, and, as appropriate, to the supervisee's site supervisor(s) and client(s) any serious breach of law or ethics by the supervisee.
8. Keep accurate records of the supervisee's individual and group supervision hours.
9. Submit in timely fashion any qualifying paperwork that must be submitted on behalf of the supervisee to his or her qualifying institution.
10. Inform the supervisee of any change in the supervisor's status that would affect the supervisee's ability to complete his or her supervision process successfully.
11. Inform the supervisee's qualifying institution if the supervisee fails to maintain continuous and regular contact with the Approved Supervisor as described in the Supervision Contract.

### **ROUTINE BUSINESS PROCEDURES**

**CONTACTING THE BOARD:** The Board office is open Monday through Thursday from 9:00 am to 4:30 pm and is closed on Friday. Supervisees may call the Board office during office hours, or check the Board's website at [www.lpcboard.org](http://www.lpcboard.org) for updates on policy changes.

The bi-monthly meeting of the Board of Examiners is typically held on the third Friday of the designated month. Supervisees may check the board website for meeting dates. Applications or written correspondence must arrive at the Board office the Friday prior to the scheduled board meeting to be considered. Otherwise, correspondence will be considered at the next month's meeting.

Complaints or reports of unethical behavior should be made in writing to the Board office at the address given in the first section of this document.

Meetings of the Board of Examiners are open to the public. Supervisees are strongly encouraged to attend at least one meeting of the Board during their supervision process.

**COMMUNICATING WITH THE SUPERVISOR:** Mr. Moore can be contacted from 9:00 am until 5:00 pm Monday through Thursday and 9:00 am until noon on Friday at his office at Shreveport Family Counseling Center, 820 Jordan, Suite 570, at 318-221-4455. If he is in session, supervisees may leave a message on his answering machine or with one his Administrative Assistants, Karen Moore or Anna Young.

After 5:00 pm, supervisees may also call his cell phone at 318-347-4980. If Mr. Moore is in session, supervisees may leave a message on his voicemail. After 9:00 pm, supervisees may call Mr. Moore at home at 318-965-4739.

When calling about an urgent matter, supervisees are asked to state so when leaving a message. Mr. Moore will return the call as soon as possible.

Mr. Moore may also be reached by e-mail at [tmoore@rrfti.org](mailto:tmoore@rrfti.org) or [ntmooremft@bellsouth.net](mailto:ntmooremft@bellsouth.net). Mr. Moore does not check his e-mail every day. This is not an appropriate mode of communication if the supervisee needs an immediate response.

**WORK ENVIRONMENT OF THE SUPERVISEE:** Clients that a supervisee sees in his or her work setting may provide case material for their supervisory experience. Supervisees must comply with administrative policy and procedure that apply in their place of employment. Should the supervisee believe that the policies of his or her employer conflict with the minimum standards of professional conduct contained in the law or with the standards provided in the Supervision Contract and/or this Statement of Practice the supervisee should immediately share this concern with his or her supervisor.

Supervisees are prohibited by law from engaging in mental health counseling as a private practitioner or as a private contractor (receiving fees directly from clients).

**SCHEDULING AN INDIVIDUAL SUPERVISION SESSION:** Supervisees may call Karen or Anna, Mr. Moore's Administrative Assistants, at 318-221-4455 during normal business hours to schedule an individual supervision session. Supervisees who schedule with a partner may get individual supervision credit at a reduced fee.

Individual sessions must be cancelled 24 hours in advance or the supervisee may be subject to charge. If one supervisee cancels or no shows for an individual supervision session that has been scheduled with another supervisee, the remaining supervisee may be charged the full fee.

**SCHEDULING LIVE SUPERVISION SESSIONS:** Supervisees may schedule clients in the Red River Institute observation room for live supervision or to videotape his or her session by calling the Administrative Assistant on duty during normal business hours.

If live supervision is what is desired, the supervisee should make that clear when calling to schedule so that she can not only check on the availability of the observation room, but also Mr. Moore's availability to observe. The observation room will be available on a first come, first serve basis.

**BEING PART OF A SUPERVISION GROUP:** When the number of supervisees under Mr. Moore's supervision allows, he may schedule supervision groups of up to six (6) supervisees as often as twice a month. The day, time, and frequency of these groups will vary according to the scheduling needs of the supervisees.

A reduced fee for group sessions will depend on everyone in the group attending group sessions regularly.

**DOCUMENTATION OF SUPERVISOR/CLIENT-CONTACT HOURS:** Mr. Moore keeps a record of the number of supervisor contact hours the supervisee has accrued through individual and group sessions, live sessions, and special seminars. After each supervisory event, the supervisee will receive a receipt that documents the number of supervision hours received and the fee paid by the supervisee.

Though Mr. Moore keeps a computer record of this information, it is highly recommended that the supervisee retain these receipts for their records.

The supervisee is responsible for keeping accurate documentation of his or her direct and indirect client contact hours. This documentation must be endorsed by signature by the supervisee's employer or site supervisor.

**PAYMENT OF FEES:** The supervisee is responsible at the time of service to pay all fees in full. Payment may be made in cash, by check, or credit card. Checks

should be made to Tom Moore. The fee schedule is listed in the Supervision Contract.

### **LIMITS OF LIABILITY**

The supervisor is not responsible for therapeutic outcome with clients that have not been part of the consultation process, about whom the supervisee has shared inadequate or inaccurate information, or when the supervisee has failed to follow appropriate protocol as outlined in the Supervision Contract or this Statement of Practice.

The Approved Supervisor is not responsible for monitoring the compliance of the supervisee to the policies and procedures of the supervisee's site supervisor(s).

At his discretion, the supervisor may terminate his relationship with a supervisee at any time without refund of fees. Reasons for termination of the supervisory relationship include but are not limited to the following:

1. Failure of the supervisee to maintain ethical and professional standards of conduct as established by the supervisor in the supervisee's interaction with clients, site supervisors and co-workers, other supervisees, or the supervisor.
2. Failure of the supervisee to follow clinical directives from the supervisor.
3. Failure of the supervisee to pay the supervisor for services rendered.
4. Failure of the supervisee to attend supervisory sessions as stipulated in the Supervision Contract without prior arrangement with the supervisor.

### **IN CASE OF CLIENT EMERGENCY**

When an emergency arises with a client and an immediate emergency response is required, supervisees should instruct the client to call the Willis-Knighton Behavioral Medicine Unit located at 2510 Bert-Kouns Industrial Loop in Shreveport, telephone number 318-212-5200. Emergency services are available twenty-four hours a day, seven days a week.

**IN CASE OF A SITE-RELATED EMERGENCY**

820 Jordan has a security guard stationed in the atrium of the building from 6:00 am to 10:00 pm Monday through Sunday. In the event of a building emergency, the security guard can be reached at 221-4455.

In the event of fire, exit Suite 570, step across the hall to the Northwest Stairwell Exit, proceed immediately down the stairwell to the ground floor, and exit on the west side of the office building.

**STATEMENT OF UNDERSTANDING & AGREEMENT**

I have read this Statement of Practice thoroughly and have reviewed its contents with my supervisor. My signature on the Qualification Page of the Supervision Agreement packet indicates that I understand and agree to the terms and conditions of my supervision as specified in this Statement of Practices and Procedures, the Supervision Contract, and the Plan of Supervision